



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Bill White
Mayor

Calvin D. Wells
City Purchasing Agent
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
<https://purchasing.houstontx.gov>

Date: January 26, 2009

Subject: Letter of Clarification No. 3 for Automotive Heavy-Duty
Front-End Repair Services for Various Departments

Reference: Bid Inv. No: S23-L23033

To: All Prospective Contractors:

This Letter of Clarification is issued for the following reasons:

1. Electronic bid items have been changed and bids entered prior to January 26, 2009 will need to be re-entered.
2. Delete page 5 of 36 and replace with page **5 of 36 marked revised January 26, 2009.**
3. Page 18 of 36, Section 5.2 should be changed to read as follows:

5.2 All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City. **CONTRACTOR SHALL GIVE 30 DAYS WRITTEN NOTICE TO THE DIRECTOR IF ANY OF ITS INSURANCE POLICIES ARE CANCELLED, MATERIALLY CHANGED OR NON-RENEWED.** Within the 30 day period, Contractor shall provide other suitable policies in lieu of those about to be canceled, materially changed, or non-renewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the Director, at his or sole discretion, may:

4. The bid due date remains **February 5, 2009.** Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, until **10:30 AM Thursday, February 5, 2009** and all bids will be opened and publicly read in the City Council Chamber, City Hall Annex, Public Level, 900 Bagby at 11:00 AM on that date.

This clarification will be considered part of the solicitation.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

Roy Breaux
Procurement Specialist
832-393-8728

Attachment: Page 5 of 36 marked revised January 26, 2009

Partnering to better serve Houston

SECTION B

SCOPE OF WORK/SPECIFICATIONS

1.0 Scope of Services

- 1.1 The Contractor shall furnish all supervision, labor, tools, parts (when mutually agreed) and facilities to repair medium and heavy-duty vehicles, which includes Fire Department apparatus and other equipment. Performance for any services described herein shall be initiated upon acceptance by the Contractor of an authorized Work Order, Change Order or Letter of Authorization issued on behalf of the user department.
- 1.2 The Contractor shall be required to inspect the vehicle and submit work estimates. The Contractor will not be allowed to repair the vehicle without prior approval of work estimate. The Contractor's work estimate must separate cost of repairs and parts covered under the contract from items not covered under the contract. Costs not covered under the contract will require a "change order" prior to starting the repair.

2.0 Basic Services

- 2.1 The Contractor shall make all repairs to medium and heavy duty apparatus and other equipment/parts as necessary to return the vehicle to like new condition.

3.0 This Requirement for (Fire Department) (Deleted in its entirety)

3.1 IS DELETED IN ITS ENTIRETY

4.0 Requirements (All Departments)

- 4.1 Subcontracting any portion of this contract shall require approval of the City.

5.0 Repair Technicians

Contractor shall actively participate in ASE (Automotive Service Excellence) Certification Programs in the area of medium and heavy-duty brakes, suspension and steering.

6.0 Replacement Parts

- 6.1 All of the Price Lists mentioned are Associated Parts Lists. Any additional price lists, as may be required must be OEM Parts used in the repair of Fire Apparatus.
- 6.2 The Contractor shall have a sufficient inventory of parts on hand at their facility to repair City vehicles and Fire Apparatus within the specified delivery requirements of the contract.
- 6.3 Repairs to include replacement of all suspension parts: parts to include: springs (Grommets, U and Tie Bolts) shocks, shock mounts, spring mount to include air bags, when applicable. Also steering linkages, seals, bearings U-joints, hubs, brakes and axle parts. Alignment of front ends and rear axle (toe in/toe out, caster camber). Frame straightening and welding of any parts in order to bring the frame within OEM tolerances.